



**LANGLEY
POLICY
DIRECTIVE**

**Effective Date: November 17, 2004
Expiration Date: November 17, 2009**

**Responsible Office: Integrated Asset Management Team, Center
Operations Directorate**

SUBJECT: Real Property Management

1. POLICY

Real property accounts will be updated at the time when title passes to NASA. The title shall be considered to pass when a cognizant Government official accepts the property for the Agency.

2. APPLICABILITY

This directive is applicable to Langley Research Center civil servant employees.

3. AUTHORITY

- a. NPD 8800.14, "Policy for Real Property Management."

4. REFERENCE

- a. NPR 8800.15, "Real Estate Management Program Implementation Manual."
- b. NASA Financial Management Manual (FMM), Part 9252 - Real Property
- c. NASA Form 1045, "Real Property Transaction Voucher."
- d. NASA Form 1046, "Transfer and/or Notification of Acceptance of Accountability of Real Property."

5. RESPONSIBILITY

- a. Real Property Accountable Officer (RPAO)
 - (1) Maintain and update detailed inventory records for all real property under the management control of NASA Langley installation.
 - (2) Complete NASA Form 1045, "Real Property Transaction Voucher," and forward to Financial Management Accounting Office (FMO), Office of Chief Financial Officer (OCFO).

(3) Reconcile capitalized real property with the financial accounts at least quarterly.

b. Organizations Managing Construction of or Alterations to Real Property Center Operations Directorate (COD); Office of Procurement; and others as appropriate)

(1) Designate in writing a point of contact for or coordination with the RPAO.

(2) Complete NASA Form 1046, "Transfer and/or Notification of Acceptance of Accountability of Real Property," forward through the Contracting Officer for approval and signature, and to the RPAO in a timely manner when the work is completed.

c. Financial Management Office (FMO) OCFO

(1) Upon receipt of NF 1045 and reference documents, review to ensure transactions to be capitalized are in accordance with FMM 9252-2 and the amounts recorded in the general ledger.

(2) Forward copies of all documents related to real property accountability transactions, as appropriate, to the RPAO.

d. Logistics Management Team, COD

(1) Forward copies of all documents related to real property accountability transactions, as appropriate, to the RPAO.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 8000.14, dated October 6, 2004.

original signed on file

Roy D. Bridges, Jr.
Director